

Metrics Reporting Guide

Product Demonstration

On an annual basis, the Contractor shall submit, to NYSERDA's Project Manager, a prepared analysis and summary of metrics addressing the anticipated energy, environmental and economic benefits that are realized by the project. All estimates shall reference credible sources and estimating procedures, and all assumptions shall be documented.

Reporting shall commence the first calendar year after the contract was executed. Reports shall be submitted by January 31st for the previous calendar years activities (i.e. reporting period). Reports shall continue to be submitted for **five** consecutive calendar years after commissioning or acceptance of equipment. The Contractor shall make every effort to quantify and document benefits and incorporate them into the Final Report and technology transfer activities as required in this agreement.

A form will be provided to you to submit the following metrics:

Site Metrics

| | |
|------------------------------|--|
| Installation Status | <i>Current status of system installation (e.g. Design, Installed & Commissioning, Operational, etc.)</i> |
| Expected Duration | <i>Number of years equipment is expected to be installed</i> |
| Replication of System | <i>Additional installations of a similar system as a result of the NYSERDA project</i> |
| Jobs | <i>Jobs created/retained as a result of a NYSERDA project</i> |

Information Dissemination

| | |
|---|--|
| Name of Presentation or Event | <i>Names of the presentation or event where information was communicated about the product, company or research</i> |
| Organization that hosted the event | <i>Name of the organization that hosted the event</i> |
| Type of event | <i>The type of event where information was communicated about your company, product or research (e.g. conference, workshop, media event, etc.)</i> |

Publications

| | |
|---------------------------|--|
| Publication Date | <i>Date information is published (month & year)</i> |
| Publication Title | <i>Name of publication written as a result of research performed under contract with NYSERDA</i> |
| Publication Type | <i>Examples: Citation, Final/Technical Report, Newsletter, Trade Publication etc.</i> |
| Periodical Name | <i>Name of periodical the publication appeared in (if applicable)</i> |
| Policy Development | <i>State if this publication been cited in government policy development</i> |
| Names of Authors | <i>Author First & Last Names</i> |

Resources Saved

| | | | |
|--|--|---|--|
| <input data-bbox="53 709 86 751" type="button" value="+"/> | <i>Add Metric</i> | | |
| <input data-bbox="53 766 86 808" type="button" value="x"/> | General Resource Type | Specific Resource Type | Unit of Measurement |
| | <input data-bbox="102 821 586 877" type="text"/> | <input data-bbox="602 821 1143 877" type="text"/> | <input data-bbox="1159 821 1565 877" type="text"/> |
| | Basis of Calculations | <input data-bbox="360 890 1565 938" type="text"/> | |

Resources Used

| | | | |
|--|--|---|--|
| <input data-bbox="53 1058 86 1100" type="button" value="+"/> | <i>Add Metric</i> | | |
| <input data-bbox="53 1115 86 1157" type="button" value="x"/> | General Resource Type | Specific Resource Type | Unit of Measurement |
| | <input data-bbox="102 1169 586 1226" type="text"/> | <input data-bbox="602 1169 1143 1226" type="text"/> | <input data-bbox="1159 1169 1565 1226" type="text"/> |
| | Basis of Calculations | <input data-bbox="360 1239 1565 1287" type="text"/> | |